

Longevity Pay Plan

- 1.0 Purpose** To provide recognition by monetary means for length of service.
- 2.0 Applicability** All permanent full time or fractional employees after five (5) years of continuous service.
- 3.0 Definitions**
- 3.1 Fractional employment means working at least 53% of the established work schedule for their department and participating in the Local Government Retirement System.
 - 3.2 Payment Date: A lump sum payment will be made to those who qualify on or before Thanksgiving holiday.
 - 3.3 Continuous service is uninterrupted service without a break in pay as of October 31st.
 - 3.4 Exceptions to payment based on length of continuous service as of October 31st are:
 - 3.4.1 Approved leave, i.e., sick, FMLA, worker's compensation, military or other approved leave without pay.
 - 3.4.2 Approved educational leave when the individual's training is essential to the County.
- 4.0 Policy** Annual longevity payments will be made in accordance with the Longevity Pay Plan to all permanent full time or fractional employees who have completed the necessary years of continuous employment with the County. *Annual longevity pay amounts are based on the average County employee salary of all regular employees as of October 31st in every calendar year. This is computed by taking the salary of all regular employees, dividing by the number of all regular employees to yield the average county employee salary. The average county employee salary is multiplied by the percentage designated to each increment of five (5) years to get the flat payment amount for each five (5) year increment. (Revised 01/17/2012)*
- 4.1 Eligibility Requirements
 - 4.1.1 An employee must have completed at least five (5) years of continuous service with Bladen County on or before October 31st.
 - 4.1.2 He/she must be a permanent employee of the County working either full time or fractional schedule.
 - 4.1.3 A fractional employee's longevity pay will be based on the percentage of time worked; i.e., an employee working 53% of the normal work schedule would receive 53% of the amount scheduled for their years of service.
 - 4.1.4 Employees rehired will follow Section 11.1 Reinstatement of the Separation, Disciplinary Action and Reinstatement Policy. An employee who resigns while in good standing may be reinstated with the approval of the Department Head, the County Manager, the Human Resources Director and in the case of

Longevity Pay Plan

employees subject to the State Personnel Act, in accordance with *Personnel Policies for Local Government Employees* and be eligible to resume full benefits, including longevity, within five (5) years of the date of separation. (effective 10/26/23)

5.0 Exceptions

- 5.1 A prorated longevity payment shall be made to an eligible employee who retires before October 31st. This includes any employee affected by reduction in force.
- 5.2 Employees on approved leaves of absence will receive longevity payment upon their return to active service with the County. An employee who does not return to work will forfeit longevity pay.
- 5.3 When an employee dies, between October 31 and the issuance of check, payment shall be made to the estate.

6.0 Payment Schedule

- 6.1 Payment is based on length of continuous service as of October 31st.

Schedule of Longevity Pay Benefits is:

<u>Years of Service</u>	<u>Percentage of Annual Average Salary</u>
At least 5 years, but less than 10 years	1.5%
At least 10 years, but less than 15 years	2.25%
At least 15 years, but less than 20 years	3.0%
At least 20 years, but less than 25 years	4.0%
At least 25 years, but less than 30 years	5.0%
30 or more years	6.0%

- 6.2 Longevity payments made to employees in violation of the requirements (whether due to a County or employee error) must be returned to the County.